CITY OF PRINCETON
Planning Commission
Agenda
June 17th, 2019
7:00 P.M., City Hall

1. Call to Order/Pledge of Allegiance

2. Approval of Minutes of Regular Meeting on April 15th, 2019 - Tab A

3. Agenda Additions/Deletions

4. Public Hearing: None

5. Old Business:

6. New Business:
   A. Meadow View 1st Add, Block 1, Lots 13-18, Concept Plan – Tab B
   B. Renaming Smith System Road – Tab C
   C. Downtown Design Guidelines & 7 Façade Case Studies – Tab D

7. Communication and Reports:
   A. Verbal Report
   B. City Council Minutes for May, 2019 – Tab E

8. Adjournment
THE MEETING OF THE PLANNING COMMISSION HELD ON APRIL 15TH, 2019, AT 7:00 P.M.,
AT THE CITY HALL COUNCIL CHAMBERS

The meeting was called to order at 7:00 P.M., by Dan Erickson. Members present were Jeff
Reynolds, Eldon Johnson, and Victoria Hallin. Staff present were Robert Barbian (City
Administrator), Stephanie Hillesheim (Community Development Specialist), and Mary Lou
DeWitt (Community Development Assistant).

Absent was Scott Moller.

APPROVAL OF MINUTES OF REGULAR MEETING ON FEBRUARY 25, 2019
REYNOLDS MOVED, SECOND BY JOHNSON, TO APPROVE THE MINUTES OF FEBRUARY 25, 2019.
UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS. MOTION CARRIED.

AGENDA ADDITIONS / DELETIONS: None

PUBLIC HEARING: None

NEW BUSINESS:
A. School District Informational Discussion - Ben Barton, Princeton Superintendent
Ben Barton introduced himself to the Planning Commission Board. Barton said he has been the
District Superintendent for eight months. Barton said he will be presenting the information of
the trend from an analysis that has been done. The School District has visions for the
community for quality of life. Students are our future and labor force. What are the qualities
of the Princeton schools and the town, do they attract families to want to live here. The future
physicality needs in the schools are being addressed now where we know for long range
planning what is going to be needed for updating in our schools. The schools in Princeton
serves 3,500 students. The school system here is one of the largest employers of the
community. Residents have come up to him and given him what needs to be changed or done
with the school system, but the School District wants data driven information. The data he is
going to show you tonight is a demographic for future population and if we have the space to
adjust in our facilities. They also need to have future range on the schools if the facilities can
change for new data that is developed. Expenditures need to be in place for the upkeep of the
buildings. Barton is sharing the demographic study that was done and he showed a map with
the district area. He showed the birth rates for the last ten years and in Princeton the birth rate
has declined 28.6%. There have been more births in the townships than in the city.

Barter said that this information helps the future of Princeton where good decisions can be
made to bring more in. He wants to see the enrollment increased. He wants to work with the
City in making that happen. There are a lot of other School Districts that border Princeton and
market share living is a big incentive for moving to Princeton. As a School District they want to
do their part. People are looking at a good school, affordable housing, and quality of life because the young generation has high expectations.

Erickson mentioned that Johnson is a Realtor and can give advice of what people are looking for and what the perception of the School District is.

Barton said he would like to work with the local Realtors and see what is needed to bring people in and what they are looking for. He wants to work with the City boards to help the community grow. The biggest variable is jobs in the community. How do we attract more jobs to the area. We live around a lot of towns and people here see what other towns have. That is the new reality that we are in.

Erickson asked on the study on the enrollment does that count online academy.

Barton said no, it is those that go into the buildings. He said the online virtual academy is bursting at the seams. These are classes that are not in the school. There is 38-40 online classes and Princeton is one of those.

Erickson asked what could be needed in the community to bring more here.

Barton said jobs and affordable living. He sees as a trend south of here there is condos and townhomes and they are affordable and condense. He likes the new trails that are being built in the city. Any enhancements for recreational use will help the city also. Businesses and schools partnering together to help with workforce and such. Have the students stay here or if they leave they want to come back and raise their families. We have to look at community visioning.

Barbian said we need to look at our planning to help assist the growth aspect.

B. Land Use Plan
Barbian said the Land Use Plan is for future growth. The land use goes three miles outside the city limits to show the future growth. This is just a plan and can change, but there needs to be something in place for future land use. The transportation plan is also being looked at.

DeWitt explained the process of how she has been coding the parcels on the Land Use Plan with either low residential density, high residential density, commercial, industrial, commercial and industrial mix, parks, airport, commercial and residential mix, and Institutional.

C. Right-Of-Way Code of Ordinance for Small Cell Towers
Mary Lou DeWitt, Comm. Dev. Assistant Memo:
The League of Minnesota Cities sent an email to the City that there is a deadline to Adopt and Publish Small Cell Facility Aesthetic Standards by April 15, 2019. If a city fails to adopt and publish small cell aesthetic requirements by April 15, it may lose the ability to impose such standards. The City Council adopted the revised Right-of-Way Code of Ordinance for Small Cell Towers Facilities on April 11th, 2019.

DeWitt has gone through the City Code of Ordinance, Title 8. Streets/Sidewalks, Chapter 800—Right-of-Way Management and added regulations for the Small Cell Tower Facility in the right-of-way. The small cell wireless facility can be mounted to an existing street light fixtures and poles so the regulations had to address the Princeton Public Utilities guidelines also. A small cell wireless facility permit shall be required for installations within the public right-of-way. The objective of this Ordinance is to strike a balance between preserving and protecting the character of the City and Princeton Public Utilities through careful design, siting, and camouflaging techniques to blend these facilities into their surrounding environment and provide other reasonable conditions upon such placement and use of the ROW, while enhancing the ability of small wireless facilities carriers to deploy small wireless facilities and wireless support structures in the City effectively and efficiently so that residents, businesses, and visitors benefit from ubiquitous and robust wireless service availability. The Code of Ordinance does not allow them in Residential and Historical Districts.

DeWitt explained this is in the Code of Ordinance and that is approved by the City Council. It is not the Zoning Ordinance. These standards for the Small Cell Tower Facilities had to be adopted by April 15th and we can always update it in the future.

D. Municipal Stormwater: MS4 Update
Stephanie Hillesheim, Comm. De. Specialist

The Minnesota Pollution Control Agency recognizes stormwater runoff as a leading source water pollution; harming surface waters such as lakes, rivers, streams and wetlands. Management of stormwater runoff is important in protecting surface waters from pesticides, fertilizers, oils, metals, pathogens, salt, sediment, litter, and other debris. Stormwater from impervious surfaces also collects faster and in larger capacities causing harm to rivers, streams and wetlands. Certain municipal separate storm water systems (MS4) are required to follow stormwater regulations under the Clean Water Act and Minnesota Rule 7090.

An MS4
A municipal separate storm water system (MS4) is a conveyance or system of conveyances including roads with drainage systems, municipal streets, catch basins, curbs, gutters, ditches, manmade channels, storm drains, etc.
Planning Commission Board  
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The Minnesota Pollution Control Agency (MPCA) regulates the following MS4s:

1. An MS4 located fully or partially within an urbanized area as determined by the latest Decennial Census and owned or operated by a publicly owned entity that has the potential resident capacity, bed count occupancy, or average daily user population of 1,000 or more.

2. The entire jurisdiction of a city or township that is located fully or partially within an urbanized area as determined by the latest Decennial Census and owns or operates and MS4.

3. An MS4 owned or operated by a municipality with a population of 10,000 or more.

4. An MS4 owned or operated by a municipality with a population of at least 5,000 and discharges or has the potential to discharge stormwater to one of the following:

   a. A water identified as an outstanding resource value water as identified in Minn R. 7050.0180, subparts 3 and 6.

   b. A water identified as a trout lake or trout stream as identified in Minn. R. 6264.0050, subparts 2 and 4.

   c. A water listed as impaired under section 303(d) of the Clean Water Act, 33 U.S.C. §1313.

Retrieved from https://www.cra.state.mn.us/water/municipal-stormwater-ms4

**Recommendation:**

City staff would like to make you aware of the requirements for the MS4 Permit since the population of the City of Princeton is nearing 5,000 and the Rum River has been identified as an impaired stream under section 303(d) of the Clean Water Act. Permit requirements includes a public notice process along with submittal of application documents.

************************************************************************************************

Barbian said this is giving the City knowledge of what will be expected when the City reaches 5,000 in population.

**COMMUNICATION AND REPORTS:**

A. Verbal Report

Barbian said the next Planning Commission meeting on May 20th may be a joined meeting with the EDA Board and Bob Mack will present the Downtown Design Guidelines. The Planning Commission has to approve the type of changes MacDonald & Mack Architects is presenting. The EDA Board approves the loan.
B. City Council Minutes for March, 2019
The Planning Commission Board had no comments.

REYNOLDS MOVED, SECOND BY HALLIN, TO ADJOURN THE MEETING. UPON THE MOTION, THERE WERE 4 AYES, 0 NAYS. MOTION CARRIED. THE MEETING ADJOURNED AT 8:53 P.M.

ATTEST:

________________________________________  __________________________________________
Dan Erickson, Chair                        Mary Lou DeWitt, Comm. Dev. Assistant
MEMORANDUM

TO: Planning Commission Board
FROM: Mary Lou DeWitt, Comm. Dev.
SUBJECT: Concept Application Re-Plat of Meadow View First Addition, Block 1, Lots 13-18
DATE: June 14, 2019

Background:
Meadow View First Addition was platted for 18 townhomes in 2000. There were 12 of the townhomes that were built and sold and the remaining Lots 13-18 have been vacant since then. The Developer let this go into forfeiture where Mille Lacs County had been the owner of the site. The lots are now owned by Tim & Mindy Siercks and they are in the process of selling the property to Adam Price.

Adam Price is requesting that the Planning Commission review this Concept Plan for the replatting of lots 13-18 in Meadow View First Addition into four lots. The replat is for two sets of twin homes (four single family homes) instead of the six townhome plat.

Analysis:
Lot Size & Width:
A meeting was held with City staff, the developer and seller at which time the use of the site zoned for Townhomes was discussed to determine general concept compliance to ordinances. A main topic was utilizing the site for twin homes rather than the traditional townhome consisting of 3 or more units attached to one another. After checking with legal counsel it was determined acceptable. Also covered at the meeting was a 4’ overlap of the end home into the SIMPA easement for utilities and drainage. The land owner expressed that a release would not be an issue. The developer has since proceeded to have discussions with SIMPA regarding an easement release. Keith Butcher, GM of Princeton Utilities has indicated that SIMPA would be able to release 4’.

Since the meeting and with the concept plan application a close look at the concept revealed a few additional items:

1) The concept shows the end unit footing built up to the easement line to meet code. It is noteworthy that the eve of the house will be in the easement. This could be a problem for the easement holder or the end unit owner. A solution is to have SIMPA acknowledge the infringement and allow or increase the easement to the eve.

2) The minimum lots area is 5,000 sq. ft. and the two center lots are 4,958 sq. ft. (each 42 sq. feet under the requirement) and this shortage of lot area also results in not meeting the 40 sq. ft. minimum lot width by 3 sq. ft. each.

3) The street side lot requirement is 50 sq. ft. and the lot facing 11th Avenue South is 45 sq. ft. (under by 5 ft.).
4) As previously covered the applicant requested from SIMPA a reduction of the 100 ft. Drainage & Utility Easement. Given the more thorough review either a larger easement release is necessary or a variance will be necessary to meet the Ordinance requirements.

Other Related Conditions to consider:

5) There are currently six (6) existing sanitary sewer and water services that were installed for the original lot configuration. PUC policy has been to require the Developer in a replat to abandon all unused laterals at the main. Two (2) water service will need to be removed.

6) The units will enter on a private driveway which will require the completion of additional asphalt.

7) The land is part of an association. The City has a fiduciary responsibility to review the documents to verify statements made by the seller that the development proposed does not violate any terms of the association necessitating no amendments to the association or modifications.

8) Easement maintained by owner of lot

9) How is the access to be handled? Across easement or is this going to be part of the Association?

Recommendation:

That the Planning Commission consider how the proposed development fits within the neighborhood. That the Planning Commission consider the importance of the issues brought forward within the review process and provide direction to staff on:

Lot widths, total lot square footages, easement release requirements, infringement of eve over easement, abandonment of water laterals, curb construction and the association document legal review.
Chapter V – Zoning Districts

6. R-3 Multi-Family Residential

A. Statement of Intent

The intent of the R-3 Multi-Family District is to create a district for the construction and occupancy of multi-family type dwellings. The average density for this district is 7 to 16 units per acre.

B. Permitted Uses

In the R-3 Multi-Family District, no building or land shall be used and no building shall be erected, converted, or structurally altered, unless otherwise provided herein, except for one or more of the following, as well as similar uses:

* Any use permitted in R-2 District;
* Single family dwelling unit;
* Two family dwelling unit;
* Condominiums;
* Multi-family structures;
* Townhouses;
* Group homes or foster homes serving mentally retarded or physically handicapped persons and licensed day care facilities not exceeding 16 persons;
* Buildings temporarily located for purposes of construction on the site for a period of time not in excess of such construction;
* Decorative landscape features including, but not limited to, pools, arbors, hedges, walls, shrubs, and trees;
* Private garage and carport or parking space;
* Private swimming pool, tennis court, or other site necessary to conduct a home sporting event;
* Accessory buildings not exceeding 1000 square feet related to the above principal use;
* Parks & open spaces.

C. Conditional Uses/Interim Uses

The following uses are permitted subject to the issuance of a Conditional Use Permit:

Zoning Ordinance
Rev 07-14-16

V (6) R-3 - 1

Princeton, Minnesota
Chapter V – Zoning Districts

* A state licensed residential facility serving from 7 through 16 persons or a licensed day care facility serving from 13 through 16 persons shall be considered a permitted multifamily residential use of property for purposes of zoning.
* Accessory buildings which exceed 1000 square feet per dwelling unit;
* Churches and places of public worship;
* Golf courses;
* Home occupations; (Micro brewing is not an allowed use); (Rev. 07-14-16; Ord. 737).
* Nursing homes;
* Public buildings and facilities;
* Recreation facilities;
* Schools and educational buildings;
* Multi-family residential structures exceeding 30 feet in height as measured to the eaves. In no case shall a multi-family residential structure exceed three stories in height (Rev. 07-12-07; Ord. 604).

The following uses are permitted by the issuance of an interim use permit as outlined in Section IV, subsection 6:

* Commercial Licensed Daycare Facility serving 12 or more persons
* Commercially Licensed Greenhouses adjacent to a collector road, subject to the minimum performance standards outlines in Subsection E (Rev. 12-13-07; Ord. 609).
* Housing and keeping of chickens, in accordance with section VI.2.AA (Rev. 10-11-2012; Ord. 691)

D. Yard Requirements for R-3 District\(^9,10,11\)

<table>
<thead>
<tr>
<th></th>
<th>One-family</th>
<th>Accessory Building(^3,4,5)</th>
<th>Twinhome</th>
<th>Duplex</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Lot area minimum sq. ft.</td>
<td>12,500 sq. ft.</td>
<td>6,000</td>
<td>13,000</td>
<td></td>
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<tr>
<td>b. Lot width minimum ft.</td>
<td>80 feet</td>
<td>50 feet/40 feet(^7)</td>
<td>80 feet</td>
<td></td>
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<tr>
<td>c. Maximum lot coverage(^1)</td>
<td>30%</td>
<td>35%</td>
<td>35%</td>
<td></td>
</tr>
<tr>
<td>d. Front yard minimum</td>
<td>30 feet(^2)</td>
<td>NA</td>
<td>30 feet</td>
<td>30 feet</td>
</tr>
<tr>
<td>e. Side yard minimum</td>
<td>10 feet</td>
<td>5 feet</td>
<td>10 feet(^6)</td>
<td>10 feet</td>
</tr>
<tr>
<td>f. Street side yard minimum</td>
<td>20 feet</td>
<td>20 feet</td>
<td>20 feet</td>
<td>20 feet</td>
</tr>
</tbody>
</table>

\(^9,10,11\) Zoning Ordinance
Rev 07-14-16

V (6) R-3 - 2

Princeton, Minnesota
### Chapter V – Zoning Districts

<table>
<thead>
<tr>
<th></th>
<th>Townhouses</th>
<th>Multi-family</th>
<th>Other Buildings</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Lot area minimum sq. ft.</td>
<td>End lots - 5,000 sq. ft.</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Interior Lots - 2,500 sq. ft.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. Lot width minimum ft.</td>
<td>End lots (non-street side) - 40 feet</td>
<td>100 feet</td>
<td></td>
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<tr>
<td></td>
<td>End lots (street side) - 50 ft.</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Interior lots - 25 ft.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>c. Maximum lot coverage¹</td>
<td>40%</td>
<td>60%</td>
<td></td>
</tr>
<tr>
<td>d. Front yard minimum</td>
<td>30 feet</td>
<td>30 feet</td>
<td></td>
</tr>
<tr>
<td>e. Side yard minimum</td>
<td>10 feet</td>
<td>15 feet</td>
<td></td>
</tr>
<tr>
<td>f. Street side yard minimum</td>
<td>20 feet</td>
<td>20 feet</td>
<td></td>
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<tr>
<td>g. Rear yard minimum</td>
<td>20 feet</td>
<td>30 feet</td>
<td></td>
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<tr>
<td>h. Maximum height</td>
<td>30 feet</td>
<td>Maximum 3 stories; height exceeding 30 feet by CUP only (Rev. 07-12-07; Ord. 604)</td>
<td></td>
</tr>
</tbody>
</table>

1. Lot width shall be taken at building setback line.

2. If at the time of an application affecting the front yard setback, 50% or more of the then existing dwellings having frontages on the same side of street or road for three (3) blocks have an average front yard setback different from that specified herein, then all buildings thereafter erected, altered, or moved shall conform to that average front yard depth as a minimum.

3. No accessory structures shall be allowed prior to the construction of the principal structure. No more than one principal building may be located on one lot in a residential district.

4. An accessory building which is structurally attached to a principal building, shall be subject to, and must conform to, all regulations of this ordinance applicable to the principle building.

5. Accessory buildings for townhouses or townhomes may be constructed up to the interior lot line.
Chapter V – Zoning Districts

6. Where townhouses/twinhomes abut, no setback is required at the abutment.

7. Lot width twinhome (non-street side).

8. 2,000 square feet lot area for each dwelling unit plus 200 square feet for each bedroom over one bedroom per unit. Minimum lot area 12,500 square feet.

9. Conditional Use conditions in Chapter 4.

10. See other applicable regulations in District R-2.

11. All multi-family plans and specifications pertaining to site use design shall be approved by the Planning Commission before any building permit is issued for a principal use in this district. If the applicant feels the request was unjustly denied, the applicant may appeal to the Board of Adjustments for relief.

E. Other Applicable Regulations

1. Single Family and Twinhomes – Same requirements as for R-2 District.

2. Before a certificate of occupancy will be issued, the following landscaping must be completed: sodding in front and side yard and sodding or seeding in rear yard; where seeding, integrated erosion control shall be used, e.g. bound straw, decomposable mat. If because of weather conditions sodding and/or seeding is unadvisable, a temporary certificate of occupancy may be issued subject to the Contractor submitting a performance deposit to assure compliance by no later than July 1st of the following year.

3. All non-residential uses within this district shall be subject to the following minimum performance standards (Rev. 12-13-07; Ord. 609):
   a. All access shall be restricted to a County State Aid Highway or other collector roadway.
   b. Parking areas shall be oriented away from residential use and shall be landscaped according to the performance standards section of this Ordinance.
   c. No signage shall exceed 32 square feet in area or face a residential use.
   d. All parking lot or signage lighting shall be directed away from any residential use.
Chapter V – Zoning Districts

e. Hours of operation shall not extend earlier than 8 a.m. nor later than 6 p.m.

4. All siding and roofing used in residential construction shall consist of building materials in common use in residential construction, but may also include building materials which the Planning Commission finds to be in similar form, function, and esthetics to building materials in common use in residential construction (Rev. 05-10-12; Ord. 683).
Townhouse

A single-family dwelling unit occupying its own lot, but attached to one or more other units by a common wall or walls. The term "end", when used in connection with a townhouse, refers to the unit which has only one abutting wall with another unit. The term "interior", when used in connection with a townhouse, refers to a unit located and abutting two other units.

Twinhome

Two single-family dwelling units each occupying its own lot, but attached to one another or abutting one another at the lot line.

Urban Services

Urban services are services necessary for the furnishing of adequate service by such utilities or municipal departments for the general health, safety, or welfare.

Variance  (Rev. 09-08-2011; Ord.672)

Any modification or variation of official controls where it is determined that by reason of unique circumstances not created by the owner, there are practical difficulties in complying with the zoning ordinance. (See practical difficulties)

Wetlands

An area where water stands near, at, or above the soil surface during a significant portion of most years, saturating the soil and supporting a predominantly aquatic form of vegetation, and which may have the following characteristics:

A. Vegetation belonging to the marsh, bog, fen, sedge meadow, shrubland, southern lowland forest, and northern lowland forest communities as described by the U. S. Fish and Wildlife Services.

B. Mineral soils with grey horizons or organic soils (peat and muck).

C. Soil which is waterlogged or covered with water at least three (3) months of the year.

Wild and Scenic Rum River Protection Area

A separate chapter of this ordinance intended for the controlling of riverland development to protect and preserve the outstanding scenic, recreational, historic, and scientific values of the Rum River.
6-10-2019

To the City of Princeton:

This is a formal request from the Princeton School District to the city of Princeton to rename Smith System Road. It is our understanding that the name of the road was inspired by a company located on that street that is no longer at that location. We request that the road be renamed as Tiger (Street, Blvd, Road), Tiger Pride (Street, Blvd, Road), Tiger Way, or some other reference to the Tigers. The name change would enhance school and community spirit with little to no impact given that there are no current addresses associated with it. In addition, naming the road in association with the Tigers makes logical sense given the proximity to Princeton High School. Thank you for your consideration.

Respectfully,

Ben Barton
Princeton Superintendent
TO: Economic Development Authority  
FROM: Community Development  
SUBJECT: Downtown Design Guidelines  
DATE: June 13, 2019

BACKGROUND:  
City staff has been working with the Planning Commission & Economic Development Authority to set up a couple of downtown initiatives to assist property owners to reinvest in their store fronts.

In November of 2018 the city hired the architecture firm MacDonald and Mack to conduct an architectural case study of specific downtown facades, as well as create design guidelines to direct future improvements in the downtown. The original quote from MacDonald and Mack Architects was for $11,950. The finished product included “before and after” renditions of five sites as well as 15 copies of the design guidelines formed.

Subsequently, in January of 2019, the architecture firm visited the City of Princeton and began working on case studies of buildings identified through previous projects, staff and community recommendations, as well as the architect’s consideration. City staff and MacDonald and Mack Architects held a community meeting gathering ideas from building owners, businesses and community members.

ANALYSIS:  
With input from the community, Planning Commission, EDA and Council 7 sites were identified for façade case studies. Along with the case studies, Macdonald and Mack Architects have been devising a set of Design Guidelines to be used as guiding principles for the Façade Grant Program implemented by the city. The role of the Planning Commission moving forward on this project will be to ensure downtown redevelopment projects adhere to the guidelines created through this initiative.

RECOMMENDATION:  
The recommendation from city staff is to consider the proposed Design Guidelines for implementation as well as provide input on necessary changes to the proposal. This should be followed by providing a recommendation to the Council to implement the approved guidelines.
Join Us As We Reveal the
Downtown Design Guidelines
& 7 Façade Case Studies

June 17, 2019
Planning Commission Meeting
7:00pm
Princeton City Hall

Come and learn about the guidelines, façade improvement studies
and obtain information regarding the Façade Improvement Grant
Program available to downtown businesses.
Mayor Brad Schumacher called the meeting to order. Council members present was Jack Edmonds, Jenny Gerold, Jules Zimmer and Jeff Reynolds. Staff present, Administrator Robert Barbian, Finance Director Steve Jackson, Public Works Director Bob Gerold, Police Chief Todd Frederick, Community Development Specialist Stephanie Hillesheim, Clerk Shawna Jenkins, Wastewater Plant Manager Chris Klinghagen, Liquor Store Manager Nancy Campbell and Fire Chief Ron Lawrence.

**Mille Lacs County Historical Society Assessments**

Barry Schreiber from the Historical Society thanked the Council for the opportunity to appear at the April 4th Study Session, and again tonight.

Schreiber reported that the Depot was built in 1902 by the railroad, and is a 6000 square foot Queen Ann and Jacobean style brick and stone structure which went into City ownership when the railroad abandoned the branch line that passed through Princeton in the late 1970's. After serving several functions for the city, including Police station, Public Library, city offices and after school teen center, the building was given to the MLCHS about 1983. The Depot has been on the National Register of Historic Plans since 1977.

The MLCHS has always been an all-volunteer non-profit organization, and is an IRS 501(c)(3) approved non-profit. The MLCHS also is Minnesota Tax Example, and the Depot Parcel is also property tax exempt.

A Special Assessment was levied on the Depot property in 2008. The MLCHS has kept current with its assessment payments for more than a decade, despite this tax taking a considerable portion of the MLCHS annual income, and thereby limiting projects and profess the museum could have made during this time. As currently amortized, the MLCHS will pay more than $58,000 on this special assessment over the 15 years life of the tax.

The MLCHS has appreciated the City buydown of the amount due on this assessment in 2013, and the contributions the City recently has made annually toward the payment of this assessment. As we approach the end of the payment schedule, the MLCHS is requesting the City to buy down the remained of this assessment. We have the volunteers in place right now to do some impressive things for the Depot building, the museum and the City of Princeton. They can do more without having to service his tax.

Barbian asked how much income they get from renting out the Amdahl Room. Schreiber stated the rent is $179 and the MLCHS beings in about $4000-5000 annually. Schumacher questioned if there is also a cleaning fee. Schreiber responded that they ask for a $200 deposit and if the room is returned reasonably cleaned and the hey returned, the deposit check is returned.

Barbian asked what percentage of those using it are City Residents. Schreiber estimated it to be about 60%.

Barbian asked if they have used their Small Cities Block Grant funds yet. Schreiber said they have not used it yet. They are planning to use about $10,000 for insulation and the rest for the ADA accessible bathroom project.

Barbian asked Jackson how much the city has paid towards the assessment. Jackson replied it has been $2,759 per year. If the Council agrees to cancel the balance, that is $23,600.
Barbian asked if the City Residents should get a discount since the City has been making some of these payments, and if the City should be able to use the building so many times a year.

Edmonds stated that the funds that the City has been using to pay the $2759 per year has been coming out of a railroad TIF fund. He is suggesting additional funds come from the Liquor fund. He has volunteered at the Depot on weekends and is amazed at home many people visit.

J Gerold said they have donated to the depot, and feels the city has been very generous in donating what they have. She asked what some of the other cities have donated. Schreiber responded that Milaca has their own historical society, as does Isle. They have made a pitch to the County, who has donated $3000 to MLCHS, Milaca and Isle’s Mille Lacs Lake Historical Society. They have also received donations from Princeton and Greenbush Townships.

Schumacher stated he understands repairs are likely more expensive to repair due to the historical aspect of the building.

Barbian commented that if the Council chooses to cancel these assessments, they should consider a reversionary clause so if the organization ceased to exist, the building would go back to the City. Schreiber stated the Dept is 117 years old, and is the oldest public building in the city. With the new trail coming through, they would like to see it has a welcome center type destination.

Schumacher agreed and would like to see some type of a first right of refusal agreement in place. He does see the Depot as a benefit to the community.

Edmonds stated that when the Council agreed to pay those payments yearly, it was established that it would not be taxpayer dollars. He supports getting these assessments off their backs, and being done with them today. He stated that there would be about $2,000 in interest saved if it were paid off now. Jackson says being it the city’s assessment, the bond payment just needs to be paid.

Reynolds stated that when you consider the size of budgets, Greenbush and Princeton Township donates more to the MLCHS then the City does.

EDMONDS MENTIONED FOR THE CITY TO CANCEL THE BALANCE OF THE ASSESSMENT DUE USING ALREADY DEDICATED FUNDSAND LIQUOR STORE FUNDS, WITH THE CITY BEING ALLOWED TO USE THE AMDAHL ROOM FOR ELECTIONS AS LONG AS THE CITY WISHES, AND THAT THE CITY HAVE FIRST RIGHT OF REFUSAL IF THE BUILDING IS SOLD OR THE HISTORICAL SOCIETY CESES TO EXIST. REYNOLDS SECONDED THE MOTION. VOTE 3:1 EDMONDS, REYNOLDS AND SCHUMACHER IN FAVOR, J GEROLD OPPOSED. THE MOTION CARRIED

Schreiber stated he would be happy to write up a first right of refusal.

Social Media Policy

Schumacher stated he had some questions, and wished Attorney Toven was here.
Barbian stated if the policy was violated, it would be up to the other Council members to discipline that Councilor. J Gerold said the last paragraph talks about violations by employees, and those by Council, or Board/Commission members. Schumacher states he feels the Council is policed by the residents, as they are the ones who elected them to office, and can chose not to reelect.

Schumacher asked if there is a social media policy in place for the employees. Barbian responded that there is a section in the personnel policy that covers it. Frederick added that a draft Personnel Policy was reviewed by the department heads a few months ago, and Barbian is to review.

Reynolds stated he thinks everyone should just use their best judgement. He wants an open discussion, with public input. The employees will be covered in the personnel policy. He does not see a reason to restrict the Council and Board/Commission members. J Gerold responded that it protects the City.

J Gerold commented that someone could post a lot of information that shouldn't be public, things that could cause lawsuits. They could be voted out in the next election, but she could cause a lot of damage in that time frame. Schumacher responded that he doesn't believe the Council or Board/Commission members would do or post things that would negatively impact the community.

J Gerold would like to run things by Toven. Edmonds agreed.

J GEROLD MOTIONED TO TABLE THE SOCIAL MEDIA POLICY UNTIL THE NEXT MEETING. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

American Legion and Rotary Fireworks donation

Jackson advised that we received the yearly letter from the American Legion and Rotary that requests a contribution to the July 4th Fireworks. We contributed $1000 last year, and have done $1500 in the past as well.

J GEROLD MOTIONED TO DONATE $1,500 FROM THE LIQUOR FUND FOR THE JULY 4TH FIREWORKS. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

Adjournment

REYNOLDS MOVED TO ADJOURN THE STUDY SESSION AT 5:26 PM. J GEROLD SECONDED THE MOTION. MEETING ADJOURNE

Respectfully Submitted,

Shawna Jenkins Tadych
City Clerk

ATTEST:

Brad Schumacher, Mayor
MINUTES OF A REGULAR MEETING OF THE PRINCETON CITY COUNCIL HELD ON
MAY 9, 2019 7:00 P.M. AT PRINCETON CITY HALL

Mayor Brad Schumacher called the meeting to order and led the Pledge of Allegiance to the
Flag. Council members present were, Jack Edmonds, Jenny Gerold, Jules Zimmer and Jeff
Reynolds. Others present: City Administrator Robert Barbian, Finance Director Steve Jackson,
Community Development Specialist Stephanie Hillesheim, Public Works Director Bob Gerold,
Police Chief Todd Frederick, Clerk Shawna Jenkins, Wastewater Plant Manager Chris Klingha-
gen, Liquor Store Manager Nancy Campbell, Fire Chief Ron Lawrence, Attorney Damien Toven
and Engineer Andy Brotzler.

AGENDA ADDITIONS/DELETIONS

J GEROLD MOVED TO APPROVE THE AGENDA. REYNOLDS SECONDED THE MOTION.
THE MOTION CARRIED UNANIMOUSLY

CONSIDERATION OF MINUTES

A. Regular Meeting Minutes of April 25, 2019

REYNOLDS MOVED TO APPROVE THE REGULAR MEETING MINUTES OF APRIL 25, 2019.
J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

CONSENT AGENDA

A. Permits and Licenses
B. Personnel
   1. Public Works Seasonal Employee Re-hire Clarence Reiman 5-13-19 thru 10-25-19
   2. Public Works Seasonal Employee hire Jared Stimmel 6-3-19 thru 9-6-19
   3. Public Works Seasonal Employee hire Ty Kitzman 6-3-19 thru 9-6-19
   4. Liquor Store Employee Resignation of Angela Sherwood effective 4-25-19
C. Donations

J GEROLD MOVED TO APPROVE THE CONSENT AGENDA. REYNOLDS SECONDED THE
MOTION. THE MOTION CARRIED UNANIMOUSLY

OPEN FORUM - None

PUBLIC HEARINGS - None

REPORTS OF OFFICERS, BOARDS, AND COMMITTEES

A. EDA Board Minutes of April 18, 2019
B. Airport Board Minutes of April 1, 2019
C. Fire Advisory Board Minutes of April 2, 2019
D. Park Board Minutes of April 22, 2019
E. Princeton-opoly Community Project
F. Ladder Truck

Lawrence reported that the ladder truck they had decided to purchase in Colorado, went
through a ladder test and needed a few minor repairs. The shipper wanted to move up de-
elivery, so it could be arriving as early as next weekend. They have some training funds that
they will be using to train everyone on the new truck. Schumacher would like staff to notify
the council when it is in, so they can stop in and look at it at some point.

PETITIONS, REQUESTS, AND COMMUNICATIONS
ORDINANCES AND RESOLUTIONS

A. Resolution 19-16 – Event Street Closure’s

Jenkins reported that this resolution is done yearly requesting the closure of County Roads for Rum river Fest and the Block Party.

Scott Barry from the Block Party is looking to add some events this year. One of which is a soap car race. The car show has really grown, so they are looking for some additional space for that as well.

They would also like to add some fireworks, which would be put on by a licensed Firework company. Thoughts now would be to shoot them from the parking lot near Sherburne State Bank.

He stated he is again requesting to use the City’s generator. He added that working with the City staff on this event has been wonderful. Jenkins had it on the agenda without being contacted, and the assistance by the Police, Fire and Public Works Departments have been great.

Zimmer arrived at 7:14pm

Frederick added that in the past, all of the businesses have been aware of the event. The detour will have to be adjusted slightly this year if they would like to close additional blocks.

Schumacher asked Lawrence if Fireworks are a possibility. Lawrence responded that it will need to be looked at when the time of year comes. He does suggest having 1 or 2 grass rigs on hand.

Schumacher asked what additional closure’s they are requesting. Barry replied that they would like to also include 4th Ave N to 2nd Street North.

REYNOLDS MOVED TO APPROVE RESOLUTION 19-16 WITH THE ADDITION OF 4TH AVENUE NORTH TO 2ND STREET NORTH. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

B. Resolution 19-18 – purchase of Hanson Hanger

Barbian advised that this is the resolution approving the purchase of the Hanson hanger that was discussed at the last meeting.

REYNOLDS MOVED TO APPROVE RESOLUTION 19-18. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

UNFINISHED BUSINESS

A. Cost Sharing Agreement for improvements to CR45, 125th St & 9th Circle

Brotzler reported that the bids came in a bit higher than the estimated cost, but the County is covering that difference, so the City’s portion will still be $125,000.
REYNOLDS MOVED TO APPROVE RESOLUTION 19-18. EDMONDS SECONDED THE MOTION.

Brotzler stated that the project is expected to begin in June. He will work with staff to get information on the city’s website to keep the residents updated.

THE MOTION CARRIED UNANIMOUSLY

Brotzler announced to the Council that he has accepted a position with the City of Prior Lake, and May 24th will be his last day with WSB. He has a lot of great experience working with the City and it has been on honor working with the community. Jen Edison will serve as the city engineer going forward. She has been very involved for the past year and a half on the projects and day to day work, so she is familiar with the upcoming projects.

Schumacher wished him the best in his new endeavor.

B. Runway Reconstruction Project Bidding and Construction Schedule

Barbian reported that KLJ is finalizing the plans and specifications for the runway reconstruction project at the Princeton Municipal Airport. Due to the scale of the project, it is the recommendation of KLJ that it be constructed in 2020 and not in the fall of 2019. The main concern is that a contractor may not have enough time to complete the project this fall, resulting in Runway 15-33 remaining closed for the duration of winter until it can be completed in the spring. A construction start date of May 18, 2020, contingent on the DNR operations being complete, is recommended. It is common for projects of this size to occur the following year as it generally provides better construction weather and can also result in lower bid prices. In addition, KLJ would like to bid this project no later than June 5, 2019, with a bid opening date no later than June 26, 2019. This will allow us to submit the application for the federal grant before the June 28, 2019 deadline.

Schumacher stated that he would like the engineer to come to the council to present the project specifics.

Barbian stated that this is a little different, in the fact that they have to go out for bids, and then apply for the grant. It is very probable that there would be funds available for the project.

J GEROLD MOVED TO TABLE THE RUNWAY RECONSTRUCTION PROJECT BIDDING AND CONSTRUCTION. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

C. Social Media Policy

Schumacher stated that this was discussed at the Study Session and tabled as there were some questions for the City Attorney. He said he does not feel that this policy is necessary for the elected officials. He questioned how the council would sanction another Council or Board member.
Toven stated that when the request to implement a social media policy, he was asked to put something together that would cover both employees, council, and board and commission members. An employee would have standard discipline, but it is difficult to do with elected officials. If a Council member violated the policy, the council could pass a motion to censor them. It is basically saying that something done or said was improper, etc. He does not believe it would carry over to the Boards and Commissions, as those people are appointed. The reality is, it would mostly effect employees. The worst a public official would see if violated is basically public shaming.

Schumacher stated he understands that Frederick had some issues with the city administrator having posting rights on the police pages. Toven said he spoke with Frederick and those requests have been changed and are reflected in this draft.

Reynolds asked about #5, which states “communicate to the public about City related information using a closed-group or invitation-only account”. If the information is public, he does not see what the harm is sharing that information. Toven responded that the Council can amend this draft if they would like.

Edmonds asked about the reason for #7, which states "use their City email account in connection with a personal social media networking account". Toven stated if a data request was made, it is a legal nightmare to data mine the information.

Edmonds also questioned if it would be okay to share posts from the Fire Department, Police Department, etc. Toven replied that there has been discussion on that, for example, if the post was shared only with friends, and a private discussion ensued.

Hillesheim added that she feels #5 is more in regard to a council member being very upset about something and it was discussed privately. Reynolds added that could happen in person as well.

B Gerold stated he is not on social media, but #5 is probably speaking to the open meeting law.

J Gerold commented that a lot of cities are implementing these policies, as an example was easily found on the League of MN Cities website.

Reynolds thought that the public should be involved in issues and their resolution.

J Gerold said the policy isn’t saying people cannot be on social media, but just be careful with what you say or post.

Andrea Gerrard was speaking to Toven, and she informed him that the “Princeton Bulletin Board” Facebook page could be in violation as it is a closed group.

Gerrard reported that the Princeton Bulletin Board page was started in 2014. If someone requests to join, they are asked to answer 2 questions. There they live, and what they plan to utilize the page for. She stated that Facebook required the page to be changed to closed when the page hit a certain number of members.

Schumacher asked Toven if he could reach out to other cities that deal with groups like the Princeton Bulletin Board and how they deal with closed pages. Hillesheim suggested speaking to the School District as well.
Zimmer stated he is in favor of having something in place, as that usually causes a pause to think about what you are posting before you do.

Jenkins stated she also sometimes posts City Information on the Princeton Bulletin Board. There was recently a change that allows her to post as the City and not as herself, as she had been threatened and harassed prior when posting as herself. Gerrard added that change was made a few months ago, and was very nice to see.

ZIMMER MOVED TO TABLE THE SOCIAL MEDIA POLICY. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

NEW BUSINESS

A. 2019 Sealcoating

B Gerold requested approval for the City to advertise the 2019 Sealcoating project. They have $100,000 budgeted for it, and which streets and lots are done will vary with what the bid comes in at. Some years it has been low and they were able to do more than planned, and other years they have had to cut back a bit.

ZIMMER MOVED TO ADVERTISE FOR THE 2019 SEALCOATING PROJECT. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

BILL LIST

ZIMMER MOVED TO APPROVE THE BILL LIST WHICH INCLUDES THE MANUAL CHECKS AS LISTED ON THE MANUAL BILL LIST FOR A TOTAL OF $103,884.10 AND THE ITEMS LISTED ON THE LIQUOR BILL LIST AND GENERAL CITY BILL LIST WHICH WILL BE CHECKS 79237 TO 79313 FOR A TOTAL OF $214,795.78. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

MISCELLANEOUS

Barbian went back to 8E to discuss the Princeton-Opoly request. Tim Hennegar with the Union Eagle stated he can bring the Elk River game in so they can take a look at the game. It has been highly successful in Elk River, and Milaca has sold theirs out. He will double check on the deadline for advertising on it.

ADJOURNMENT

There being no further business:

ZIMMER MOVED TO ADJOURN THE MEETING AT 8:20 PM. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Respectfully Submitted,

Shawna Jenkins Tadych
City Clerk

ATTEST:

Brad Schumacher, Mayor
MINUTES OF A REGULAR MEETING OF THE PRINCETON CITY COUNCIL HELD ON MAY 23, 2019 7:00 P.M. AT PRINCETON CITY HALL

Mayor Brad Schumacher called the meeting to order and led the Pledge of Allegiance to the Flag. Council members present were, Jack Edmonds, Jenny Gerold, Jules Zimmer and Jeff Reynolds. Others present: City Administrator Robert Barbian, Finance Director Steve Jackson, Community Development Specialist Stephanie Hillesheim, Public Works Director Bob Gerold, Police Chief Todd Frederick, Clerk Shawna Jenkins, Wastewater Plant Manager Chris Klinghagen, Fire Chief Ron Lawrence and Attorney Damien Toven. Absent was Liquor Store Manager Nancy Campbell

AGENDA ADDITIONS/DELETIONS

Edmonds will like to provide an update on the new Princeton Public Utilities Manager under Reports.

REYNOLDS MOVED TO APPROVE THE AGENDA WITH THE ADDITION OF A REPORT ON THE NEW PUC MANAGER. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

CONSIDERATION OF MINUTES

A. Study Session meeting Minutes of May 2, 2019
B. Regular Meeting Minutes of May 9, 2019

REYNOLDS MOVED TO APPROVE THE STUDY SESSION MEETING MINUTES OF MAY 2, 2019 AND REGULAR MEETING MINUTES OF MAY 9, 2019. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

CONSENT AGENDA

A. Permits and Licenses
B. Personnel
   1. Public Works Nicholas Nelson Step Increase effective 6-11-19
   2. Splash Park- approval to hire Lauren Bjurman, Grace Erickson, Emily Kutzler
   3. Stephanie Hillesheim appointment to regular employment status
   4. Resignation of probationary Firefighter Brandon Smith

EDMONDS MOVED TO APPROVE THE PERSONNEL APPROVALS UNDER CONSENT AGENDA. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

C. Donations
D. Miscellaneous
   1. Trespass male juveniles “N.W.” & “T.M.” from Parks for 1 year

ZIMMER MOVED TO APPROVE THE TRESPASS OF 2 MALE JUVENILES FROM THE PARKS FOR ONE YEAR. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

OPEN FORUM - None

PRESENTATIONS

A. Wastewater Treatment Plant Commendation
Schumacher reported that the City’s Wastewater Plant has received another award from the Minnesota Pollution Control Agency.

The City hired Chris Klinghagen on June 23rd of 2011 to work at our WWTP.

At that time, Chris had a Class “D” Wastewater License and had done internships at treatment facilities in Pequot Lakes and Brainerd. When we hired him, we hired him away from Peoples Service, Inc. where he’d been doing work at various community Waste Water Treatment Plants.

In October 2013, Chris took and passed the ‘Class A Wastewater Treatment Plant License’ test on his first try. That in itself is quite a feat in that about 60% of the people who take that test do not pass it the first time they take it.

At the November 14, 2013 the Council promoted Chris from a General Maintenance II position to Wastewater Treatment Plant Manager.

Tyler Hall was hired in November 18, 2013 as a GMII. Tyler has a Class B License

Dan Pierce was hired in May of 2012, where he worked in Public Works until he was transferred to the Wastewater Plant in May 2018. Dan has a Class SC License.

Klinghagen, Hall and Pierce do a great job keeping our plant running smoothly.

REPORTS OF OFFICERS, BOARDS, AND COMMITTEES

A. Mille Lacs County Meeting Update

Barbian reported that they have not had any success to set up any follow up meetings. He will contact them again.

B. Roundabout Cost Comparison Discussion

Schumacher stated that Clerk Jenkins will be sending the roundabout cost share discussion along with a letter to Mille Lacs County that he will be drafting.

The information has been updated with the actual project cost, which was higher than estimated. This shows that Sherburne County is covering the additional cost.

C. K9 Recognition Award

Frederick advised that Officer Cedarberg and Skar received a National Aware by the National Police Canine Association for an incident on December 21, 2018. Officer Cedarberg and Skar apprehended and assisted with a total of 4 suspects who fled from a stolen vehicle. The first track totaled approximately 2 miles with led to the apprehension of two suspects by Skar. After the apprehension of the first two suspects, Skar tracked additional 2 miles through thick vegetation and swamp land for the remaining two suspects. Officer Cedarberg started noticing that Skar was becoming exhausted which led to a second K9 starting up from Skar’s location and apprehending the two other suspects approximately a half mile further. Officer Cedarberg then
carried Skar out on his shoulders.

Zimmer added that Officer Cedarberg has done a great job with the K9 program

Frederick added that the new dog Chico will likely be starting in June.

D. PUC General Manager

Edmonds reported that Keith Butcher has been hired as the new Public Utilities Manager. He is a current Southern Minnesota Municipal Power Agency Service Representative. He was responsible for energy efficiency programs in six SMMPA member communities, including Princeton.

PETITIONS, REQUESTS, AND COMMUNICATIONS

A. Chamber of Commerce Request for Rum River Fest

Karen Michels with the Chamber reported on their backup plan if Riverside Park is still not in usable condition due to the recent flooding. The chamber would be looking for permission to use the north parking lot for their vendors.

ZIMMER MOVED TO APPROVE THE USE OF THE NORTH PARKING LOT FOR RUM RIVER FEST IF THE PARK IS STILL NOT IN USABLE CONDITION. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

B. Request by Lacey Broding to put a flag depository at the Library

Lacey Broding asked for permission to put a flag depository in front of the Library. She is also interested in putting on in front of Bremer Bank, and will be contacting Mille Lacs County to request approval to put one there as well.

Edmonds asked if the VFW would be taking the flags she collects. Broding responded they would be. Edmonds added that this is really nice to see, as there are only a few depositories in a 30-mile radius and they have limited hours.

ZIMMER MOVED TO APPROVE LACEE BRODING TO PUT A FLAG DEPOSITORY IN FRONT OF THE LIBRARY IN A LOCATION TO BE APPROVE BY PUBLIC WORKS. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

ORDINANCES AND RESOLUTIONS

A. Resolution 19-17 – cancellation of Historical Society Assessments

Edmonds stated the Historical Society has approved the agreement that Toven provided in the packet along with Resolution 19-17.

EDMONDS MOVED TO APPROVE RESOLUTION 19-17 CANCELLING THE HISTORICAL SOCIETY SPECIAL ASSESSMENTS. ZIMMER SECONDED THE MOTION. VOTE 4: 1 WITH J GEROLD OPPOSED, THE MOTION CARRIED.
UNFINISHED BUSINESS

A. Airport
   1. Runway Proposal Presentation and Authorize Project

Barbian reported that KLJ is finalizing the plans and specifications for the runway reconstruction project at the Princeton Municipal Airport. Due to the scale of the project, it is the recommendation of KLJ that it be constructed in 2020 and not in the fall of 2019. The main concern is that a contractor may not have enough time to complete the project this fall, resulting in Runway 15-33 remaining closed for the duration of winter until it can be completed in the spring. A construction start date of May 18, 2020, contingent on the DNR operations being complete, is recommended. It is common for projects of this size to occur the following year as it generally provides better construction weather and can also result in lower bid prices. In addition, KLJ would like to bid this project no later than June 5, 2019, with a bid opening date no later than June 26, 2019. This will allow us to submit the application for the federal grant before the June 28, 2019 deadline.

Alex Goerke from KLJ presented the project specifics to the City Council.

Schumacher asked if Goerke would be on site and the point of contact for the project.

Edmonds questioned the need to shut down the airport. Barbian said the Advisory Board talked about that at length and felt it would be best to close the airport to do the project.

Blake Broding brought up the big Lion’s breakfast that is held at the Airport in June, which is after when the project is slated to begin. The event serves about 800 or 1000 people, and have a car show as well. He will pass this along to the Lion’s Group.

Schumacher wondered if the project could be pushed back a little to allow the event to happy. Goerke responded it is better to leave the dates open slightly, but that can be looked at.

Lawrence added that the DNR’s operation contract usually goes to the end of May, but can be extended into June if it is a dry spring.

Schumacher commented that the Fly-in Breakfast event is for the benefit of the community, and it is a very well attended.

Goerke stated that the FAA share is estimated at $2,011,751, MnDOT $134,933 and the City’s share estimate is $121,693

J Gerold asked Karen Michels when the Rum River Fest would be next year. Hillesheim looked and it would likely be on June 6th. So, the project could have a start date of Monday, June 8th.

Goerke said the next step is for KLJ to put the project out to bid no later than June 6th, with bid opening on June 27th. There will need to be a complete independent fee estimate, as it is required for projects that exceed $100,000.

EDMONDS MOVED TO AUTHORIZE THE AIRPORT RUNWAY PROJECT WITH A START DATE OF JUNE 8, 2020. ZIMMER SECONDED THE MOTION.
Barbian asked if the different start date would affect the cost. Goerke responded that it could change the cost slightly.

THE MOTION CARRIED UNANIMOUSLY

2. Proposal to allow camping at the airport

John Sauter reported that he has put together some information on underwing camping that could be an added bonus to our airport.

Schumacher questioned if we would need to add additional insurance. B Gerold said the City would likely be covered under their current liability insurance.

Toven asked if campers would need to register like they do at Riverside Park. Sauter replied that they were thinking of doing something similar to the courtesy car form that the users fill out.

Edmonds asked if the Police would have an issue. Frederick responded they would not.

Zimmer feels there should be a requirement that campers fly in, so the airport isn't used for anyone who wants to camp.

Barbian said staff can work on a form to use. It would be appropriate for the Council to approve camping and for staff to come up with a form to be filled out by campers.

EDMONDS MOVED TO ALLOW CAMPING AT THE AIRPORT AND FOR STAFF TO COME UP WITH A FORM TO BE USED BY THOSE WHO WANT TO CAMP. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

B. Princeton-Opoly sponsorship Request

Schumacher asked if there is still spots available. Hennagir responded that there were 3 spots still available. He passed around the Elk River game Board for the Council to see. There are 3 spots still available. One for $195 and two spots for $295. Barbian said the supervisors had some discussions on this and there was general support. Hennagir stated that they will put the game in production and hope to have it done by November for Christmas.

Zimmer stated he is definitely in favor of this, and wouldn't mind taking all 3 remaining spaces. Schumacher asked if Zimmer had some suggestions on what to put on each space. Zimmer responded that he feels staff could decide on that.

Edmonds would like to see the parks highlighted on the board somehow.

ZIMMER MOVED TO PURCHASE THE 3 REMAINING SPACES FOR THE PRINCETON-OPOLY BOARD. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Barbian asked what the time frame is on determining what to use for each space. Hennagir responded that there is some time to decide. Barbian will bring the staff suggestions back to the City Council.
C. Social Media Policy

There have not been any changes to the proposed social media policy since the last review.

J GEROLD MOVED APPROVE THE SOCIAL MEDIA POLICY. EDMONDS SECONDED THE MOTION.

Reynolds does not like some of the wording, as it is not clear. Schumacher added that he is adamantly against it.

VOTE 3:2 SCHUMACHER AND REYNOLDS OPPOSED. THE MOTION CARRIED

NEW BUSINESS

A. "Tourist in our Town" 5th Grade Tour – Verbal

Schumacher reported that staff is working with teachers to set up tours of the electric, water and sewer plant for the 5th grade students. It will show the students the engineering and how the utilities work together to serve the community. He believes once this is initiated, the school district will add it to their curriculum. He feels the street department would be a great addition as well.

He added that he feels it will be impactful, and they can see how much infrastructure under the streets in the city.

J Gerold agrees that will be a great learning experience for the children.

B. Approve letter to be sent to apply for Walmart Grants

Hillesheim advised that Walmart Community Grant program eligibility guidelines have recently changed. The City of Princeton meets the guidelines for appropriate program at walmart.org/how-we-give but does not have a charitable Tax ID that can be verified electronically, and is required to provide the following information:

Affirmation of Instrumentality (4076C) Letter, a copy of the legislative act creating a board or commission, or a letter from an authorized government official confirming the status of the government entity.

- If the requesting organization is a town or city, please provide a letter from the town or city's chief elected officer, on official letterhead, that provides a cite to the legislative act creating the town or city and that authorizes the city or town to apply for fund

As an entity, the City of Princeton is eligible to apply for and receive up to 25 grants annually from the Walmart Community Grant Program. Grants can range in size from $250-$5,000. City staff recommends the City Council provide authorization to apply for grant funding through the Walmart Community Grant Program.
EDMONDS MOVED TO APPROVE THE LETTER TO BE SENT TO APPLY FOR WALMART GRANTS. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

C. Approve application for DNR 50-50 Matching Grant

Lawrence said he would like to ask council for approval of applying for the DNR 50/50 matching grant. The Department is looking to purchase new flashlights for all firefighters and two backpack blowers for wildland firefighting. It is not expected to be more than $5000.

The Princeton Fire Relief Association is going to fund the 50 percent to match the grant. There will be no cost to the Department.

REYNOLDS MOVED TO APPROVE THE APPLICATION FOR A DNR 50-50 GRANT TO PURCHASE NEW FLASHLIGHTS FOR ALL FIREFIGHTERS, AND TWO BACKPACK BLOWERS FOR WILDLAND FIREFIGHTING, FOR NOT MORE THAN $5000. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

D. Discussion on smoking / Vaping age of 21 – Mayor Schumacher

Schumacher asked that this be put on the agenda, as he feels the City should be proactive instead of reactive on this issue.

Zimmer stated he does not think the City can supersede the state. Reynolds and Edmonds responded that the City can be more restrictive, but not less.

Frederick commented that he is not sure where it will be Federally. They are aware of the issues and talk about it. It would help a lot of both counties are on board with it. The vaping piece is a big problem. About 90% of the citations are for vaping, and not Tobacco. There is a problem, and a way to solve it needs to be determined.

Zimmer said he appreciates this being brought to the council, but thinks we need to wait and see what happens on the federal and state level. Schumacher added that he just wanted the Council to be aware of this.

Edmonds would support the change now if he could. Reynolds added that he doesn’t like to add restrictions, but is conflicted with this as it is a very big problem.

E. E & J’s Sweet Treats Food Vendor License

Jenkins reported that Eric Strandberg with E & J Sweet Treats has once again applied for a mobile food unit license. He has filled out the new application, provided a Background Investigation Consent Release form, his MN Department of Health License and Certificate of Liability Insurance.

His Planned locations are:

The Princeton Wine & Spirits Parking lot on the evening of July 4th.

Princeton High School Youth Track Meet on June 26.
Mr. Strandberg paid the $50 License fee, so he is entitled to choose 4 more public locations to sell his ice cream. He will provide any additional dates and locations if he would like to add more days.

ZIMMER MOVED TO APPROVE THE MOBILE FOOD VENDOR LICENSE FOR E & J SWEET TREATS. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

F. Police 2019 CIP Purchases

Frederick reported that the Police Department is looking to purchase squad rifle optics, Defensive training items and office computer replacement that have been approved and budgeted for in 2019. The budgeted amount for the items was $3,725 for optics, $2800 for defensive tactics, and $12,000 for office computer replacement. The current quotes for the above will not exceed budgeted amounts. The police department is looking for permission from Council to purchase these items within the next month.

ZIMMER MOVED TO APPROVE PURCHASE OF THE OPTICS FOR UP TO $3,725, DEFENSIVE TACTICS FOR UP TO $2,800 AND OFFICE COMPUTER REPLACEMENT FOR UP TO $12,000 ALL OF WHICH IS IN THE APPROVED BUDGET. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

G. Authorization for usage of Red Bridge Road, with permission from Golf Course

B Gerold advised that the City already has a utility easement on the old road, so some additional work just needs to be done. Reynolds asked what is required. B Gerold replied that they plan on rent some equipment to remove some brush.

REYNOLDS MOVED TO APPROVE THE RENTAL OF THE NEEDED EQUIPMENT TO MAKE THE OLD RED BRIDGE ROAD USABLE. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

H. Canoe & Kayak Outfitter Agreement and Management Description

Hillesheim reported that the Canoe and Kayak Outfitter agreement and description has been completed.

J Gerold asked where the canoes and kayaks will be stored at Riverside Park. Barbian responded that the equipment will be stored at Riverside Park. There are still some things to be worked out, but they are looking at options to lock them on a trailer. The chamber is looking into a business to rent or sell at a reduced rate.

Hillesheim added that there is a similar setup at Lake Calhoun, in which a code system is used to allow the canoes to be unlocked.

Schumacher asked if insurance would cover them if they were stolen. Karen Michels stated that insurance should cover it, as it would be part of the property insurance.
J Gerold said she is a little confused as to where the City's responsibility lies, and how the Chamber is involved. Toven responded that right now, it sounds like it is mostly the Chamber, and the city is doing some of the advertising. Barbian confirmed that the City will still be involved in the advertising and marketing of the program.

J Gerold stated there are a lot of details to be worked out before the first even in two weeks.

Reynolds would like to see how the grant funds are spend at the end of the year.

**ZIMMER MOVED TO APPROVE AGREEMENT AND DESCRIPTION PENDING THE CITY AND OUTFITTER'S ATTORNEY REVIEW. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY**

**BILL LIST**

**ZIMMER MOVED TO APPROVE THE BILL LIST WHICH INCLUDES THE MANUAL CHECKS AS LISTED ON THE MANUAL BILL LIST FOR A TOTAL OF $248,785.34.10 AND THE ITEMS LISTED ON THE LIQUOR BILL LIST AND GENERAL CITY BILL LIST WHICH WILL BE CHECKS 79319TO 79381 FOR A TOTAL OF $220,299.87. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY**

**MISCELLANEOUS**

Schumacher asked Clerk Jenkins to contact the Dalbo Fire Chief to set up a meeting.

*** CLOSED SESSION *** AT&T Lease

Schumacher stated the agenda item for this meeting is to discuss and negotiate a lease agreement. This portion of the properly noticed meeting of the Princeton City Council will be closed pursuant to Minnesota Statutes under the attorney/client communication exception to the Minnesota Open Meeting Law. The need for confidentiality outweighs the purposes served by the open-meeting law in this case based on the following:

Confidentiality is necessary to protect the City's interests with respect to a lease with AT&T for a Cell Tower.

- The purpose of the closed meeting is not to make a decision behind closed-doors, but instead is to determine what actions are appropriate with respect to the proposed lease with AT&T for a cell tower
- The only business to be discussed in this portion of the meeting is the proposed lease with AT&T for a cell tower and what action, if any, should be taken.

I will now entertain a motion to close this portion of the meeting.

**ZIMMER MOVED TO CLOSE THIS PORTION OF THE MEETING. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY**

The Council will now go into a closed session. The time is 8:48PM

Only the officials and consultants of the Council who reasonably require access to this data may be in attendance at any portion of the meeting for this agenda item.
The minutes of this portion of the meeting should reflect only that a meeting was held with its date, time and location; who was present at the meeting; and the purpose of the meeting.

Members of the Council, I will now ask the Mr. Barbian to begin our discussion on these matters.

Members of the Council, following the completion of our business, we will now adjourn into open session, and I will entertain a motion to adjourn the closed portion of the meeting and go back into open session.

REYNOLDS MOVED TO ADJOURN BACK INTO OPEN SESSION AT 8:51PM. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

Toven advised that the City has been working on an agreement with AT&T for the cell tower that will be constructed at City Hall. The contract is finally agreed upon, and it is now public.

REYNOLDS MOVED TO APPROVE THE LEASE AGREEMENT. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

ADJOURNMENT
There being no further business:

ZIMMER MOVED TO ADJOURN THE MEETING AT 8:53PM. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

Respectfully Submitted,
Shawna Jenkins Tadych
City Clerk

ATTEST:
Brad Schumacher, Mayor